



MEAP/MME

Coordinator Update

Office of Educational Assessment and Accountability
Michigan Educational Assessment Program/Michigan Merit Examination

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www.Michigan.gov/oeaa

Spring 2007 MEAP HST English Language Arts Part 3 -- Do not Administer it!

Do not administer parts 3A and 3B of the ELA HST to students this spring. Part 3 is a field-test section that would have been needed for our item bank only if the MME had not been approved for statewide use. To meet our printing deadlines, the booklets were printed before MME approval.

Seniors taking the HST only need to take Part 1 (Part 1A and 1B: Reading) if they are trying to earn a Level 1 or 2 in reading. They only need to take Part 2 (Sessions 1 and 2: Writing) if they are trying to earn a Level 1 or 2 in writing.

Error in the MEAP Assessment Administrator Manual for the HST - Spring 2007

There is an error on page 7 of the MEAP Assessment Administrator Manual for the spring 2007 HST. The suggested times for the writing sessions should be as follows:

Part 2 – Session 1: Writing.....	70-80 minutes
Part 2 – Session 2: Writing.....	30-40 minutes

The times listed for reading and writing on page 29 are correct.

Fall 2006 High School Reports

Printed reports for the Fall 2006 MEAP High School retests have started shipping from the contractor. Parent reports, student labels, class rosters, school and district summary reports began shipping February 8, 2007. Schools should be receiving their printed reports, if they have not already, in the next week.

Students to be Tested

If students are enrolled in grade 11 in the February SRSD, they are required to be assessed in Spring 2007. If the school is ungraded, use the table for age to grade conversion for MEAP or MI-Access. The link to this document: http://www.michigan.gov/documents/Age_vsGrade_level_122976_7.doc

Helpful Administration Resources Available On-line at the MME Website:

- As we get closer to the MME test dates, a powerpoint is available at the MME website (www.michigan.gov/mme) with last minute reminders for administration. The powerpoint can be found under “What’s New” titled MME Administration Reminders PPT.
- The MME room supervisor and test proctor training outline is available along with the training powerpoint. The outline and powerpoint can be found on the MME website (www.michigan.gov/mme) under “What’s New” titled MME Training Session Outline and Topics for Discussion and MME Training Powerpoint. The training video is available through Wayne RESA by contacting Brenda Hose at 734-334-1437 or bhose@resa.net. VHS/DVD copies are \$10.00 plus S&H \$4.00.

Receipt of Materials

Non-secure materials for the Spring MME have been shipped to Test Supervisors in separate shipments from ACT (Day 1) and PEM (Day 2 and 2-4). Non-secure materials include blank answer documents, administration manuals, bar code labels, return packaging materials, and *Taking the ACT Plus Writing for State Testing*. If your MME Test Supervisor has not received the non-secure shipment of the above materials, please contact:

Day 1 materials call ACT at 1-800-553-6244 extension 2800

Day 2 and 2-4 materials call PEM at 1-800-204-4109.

Secure materials (test booklets and accommodated materials) will be shipped to the Test Supervisor or Test Accommodations Coordinator beginning February 27, 2007. These shipments should arrive in schools no later than March 6, 2007.

When a shipment arrives, immediately open the container(s), count the contents, and check against the materials packing list. Check to be sure you have received the entire shipment. Complete directions for checking-in materials can be found in the ACT Supervisor’s Manual of Instructions for the ACT Plus Writing for Day 1 materials, and the MME Administration Manual for Day 2 and Day 2-4 materials. If there are problems with the shipment please contact:

Day 1 materials call ACT 1-800-553-6244 extension 2800

Day 2 and 2-4 materials call PEM 1-800-204-4109.

Conducting Pre-Test Sessions

The pre-test sessions may be conducted any time after the answer documents and administration manuals are received in the non-secure shipment and checked-in. The pre-test information **MUST** be filled out in advance of test day on all three answer documents associated with the MME. Approximately 60 – 90 minutes should be allowed for the completion of Day 1 – ACT Plus Writing pre-test items. For Day 2 answer document and Day 2-4 answer document, approximately 15 minutes should be allowed for completion of the pre-test items.

Non-test portions of the answer documents may not be completed on test day. Please refer to the MME Administration Manual for specific directions to read verbatim to students.

Professional Practices

For assessments to yield fair and accurate results, schools are encouraged to review the “Professional Assessment and Accountability Practices for Educators” document, also referred to as the “ethics document” found at the OEAA website www.michigan.gov/oeaa. Section 3 of the ethics document outlines appropriate and ethical assessment preparation activities. Test preparation activities must cease ten school days prior to the beginning of the state assessment window and are prohibited through the end of the make-up assessment window (March 30, 2007). This includes ACT and WorkKeys-like items as well. It is not appropriate for schools to promote student self-study of practice items within the restricted timeframe.

The Michigan Merit Exam Review website available at Michigan Virtual High School will be deactivated at the end of the day, February 23, 2007.

MME Calculator Usage

Please review the MME calculator update 2/1/07 document posted on the MME website. The Hewlett-Packard hp 50G calculator has recently been added to the prohibited calculator list.

Ordering MME Make-Up Materials

Day 1 – ACT Plus Writing: You will find a form for ordering make-up materials in the secure materials shipment. This form **MUST** be faxed to ACT by the end of the day March 13, 2007. You need to fax this form to ACT even if more materials are not needed. The ACT fax number for ordering Day 1 make-up materials is 319-337-1019.

Day 2 and Day 2, 3, or 4 – WorkKeys, Michigan Math, Michigan Science and Michigan Social Studies: After initial testing is complete, make-up materials must be ordered between March 15, 2007 and March 16, 2007 through the OEAA secure site, www.michigan.gov/oeaa-secure using the Additional Orders Tab. If you have questions, please call PEM at 800-204-4109.

MME Scheduled FedEx Pickup of Materials

- March 15, 2007 – For all initial test Day 1 ACT materials, Day 2 materials, and Day 2, 3, or 4 materials that are complete
- March 19, 2007 – Remaining Day 2, 3 or 4 initial testing
- March 29, 2007 – All Day 1 and Day 2 makeup materials, all accommodations and Day 2, 3 or 4 makeup materials that are complete
- April 2, 2007 – Remaining Accommodations and Day 2, 3, or 4 makeup materials.

Avoiding Some of the MME Pitfalls!

- Read the manuals
- Testing must be the first activity of the day; start no later than 9:00 a.m.
- Test materials are not to be shared or transferred between schools

- Administer the tests in proper sequence
- Accommodated students testing with different timing codes cannot test in the same room
- State-allowed and ACT-approved testing must be in separate rooms
- If more than 10 accommodation examinees with the same designated amount of extended time will test together, a proctor is required to assist with the administration

ELL Teachers and Administrators ListServ Opens

We are pleased to offer a new e-mail ListServ called MDE-ELLA. It is open for anyone who would like to receive information, updates, and announcements relating to the assessment of ELLs, such as the ELPA. Anyone can join by sending an e-mail message to listserv@listserv.michigan.gov with the words “SUB mde-ella” in the Subject line and the words “SUBSCRIBE mde-ella” in the message text. You will receive an automatic confirmation, and then you’ll begin to receive messages to the e-mail that you are using to subscribe to the ListServ.

ELPA Student Pre-Identification Phase Completed

Students that have been identified on the OEAA Secure Site (www.michigan.gov/oeaa-secure) before February 1, 2007 for the spring 2007 ELPA assessment will receive pre-identified answer documents from Harcourt. For students identified after February 1, schools will need to print barcode labels from the OEAA Secure Site. Instructions on how to identify students and print barcode labels can be found in the OEAA Secure Site User Manual which can be found on the LOGIN page of the secure site.

Upcoming ELPA Dates to Remember:

Assessment Materials Due in District or School	3/5/07
Test Administration	3/19/07 – 4/27/07
Districts Return ELPA Materials for Scoring	4/2/07 – 5/4/07*
Raw Score Reports are Posted for Districts via OEAA Secure Site	5/3/07 – 6/4/07

**Posting occurs 28 days after materials are received at Harcourt for scoring.*

OEAA Contact Information

OEAA web site: www.michigan.gov/oeaa

OEAA Secure database: www.michigan.gov/oeaa-secure

OEAA email address: oeaa@michigan.gov

OEAA Office local phone number: 517-373-8393

OEAA Office toll-free phone number: 877-560-8378

OEAA Office fax number: 517-335-1186

MEAP web site: www.michigan.gov/meap

MME web site: www.michigan.gov/mme

Department of Treasury, Merit Award/Michigan Promise Scholarship: 888-447-2687